

CENTER ROUTING SLIP

Approved For Release 2003/12/22 : CIA-RDP78B05703A000500030012-5

FROM			DATE	
Personnel Branch			29 July '70	
TO	INITIALS	DATE	REMARKS	
DIRECTOR			<p>The attached proposal will be scheduled for discussion by the Career Service Board in early September.</p>	
DEP/DIRECTOR				
EXEC/DIRECTOR				
SPECIAL ASST	1 M	7/29		
ASST TO DIR	2 TAC	7/29		
HISTORIAN				
DEP CH/PPBS			<p>9/22 - To be discussed at CSB Mtg 9/24</p>	
EO/PPBS				
CH/IEG			<p>file</p>	
DEP CH/IEG				
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CH/SSD/TSSG				
PERSONNEL				
LOGISTICS				
TRAINING				
RECORDS MGT				
SECURITY				
FINANCE				
DIR/IAS/DDI				
CH/DIAXX-4				
CH/DIAAP-9				

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Declass Review by
NIMA/DOD

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Per: 7

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TSG/APSD-078/70
20 July 1970

MEMORANDUM FOR: Chairman, NPIC Career Service Board

SUBJECT: NPIC Career Development Program for
Non-Professionals

1. For many years I have been troubled over the lack of activity by Center management to provide a planned vehicle whereby the less fortunate employees at NPIC can better themselves and at the same time become more productive citizens. Of course, it is always easier for managers and supervisors to ignore this real problem by using a host of excuses - being too busy; it's too much trouble to formulate a program; these people don't have the qualifications or interest, etc., etc. What I am saying is not original. What I am about to suggest is not a solution. But, with the able assistance and ingenuity of the more fortunate, perhaps a better situation can be propagated.

2. My thoughts are rather simple. The real "jammer" may be the solicitation and cooperation of all the Groups and Staffs. Without these essential ingredients, the effort would amount to a cake batter without a leavening agent.

3. I would suggest the following preliminary group of thoughts as a starter - with the responsibility for propagation placed on "someone." (This "someone" could be any number of people or a committee. Perhaps the Chairman of the NPIC Career Service Board should play the major role in the determination of responsibility.)

a. The program would be designed for young people with limited academic or specialized training.

b. The participants would be selected only from NPIC employees who have been aboard a minimum of one year.

GROUP 1
Excluded from automatic
downgrading and
declassification

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c. Candidates would be in grades GS-07 or below.

d. Selection of participants would be made by the NPIC Career Service Board based on recommendations from the Group or Staff Chiefs. Chiefs would use established Career-Board-approved channels to solicit nominations from working supervisors.

e. The program would maintain a specified number (e.g., 10) of personnel in "training" at all times. (The number of course, could be something other than ten, but a definite level of effort should be maintained.)

f. The program would be run on a long-term basis. Participants would remain in assignments no less than six months prior to rotation to other assignments (assuming rotation is warranted).

g. All Groups and Staffs must participate.

4. It is envisioned that each Group or Staff would establish a specific number of on-the-job training "openings." The number would be in proportion to the overall Group or Staff T.O., with a proportionate sub-breakdown within the divisions. Not all "openings" would be filled at all times but each subgroup should be required to offer an opportunity for training.

5. When a candidate is selected for training, he would be given an opportunity to express his preference from among the Center "openings" available. Because of administrative reasons, the individual may not always be given his choice or preference.

6. The training would be at the sub-professional level, culminating in a technician rather than technologist position. The technician could continue building his qualifications until, in time, he may qualify as a technologist or some other professional-level rating. As is apparent, this procedure would require the establishment

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of some sub-professional slots as a carry-over from trainee to professional. Of course, each Group would be required to develop its own improvement cycle based on internal on-the-job offerings.

7. This memo is not intended to present a polished, ready-to-go program, but rather to outline some basic ideas and approach - perhaps the catalyst to generate further thinking. At this time, it might be beneficial to sketch a visionary sample case.

8. Imaginary case:

Name: John Doe
Age: 21
Grade level: GS-06
Marital status: Married
Education: High School graduate
NPIC employed: 3 years
Position: File Clerk
Work experience: File Clerk and film handler -
3 years
Fitness report: S
Advancement ability: Good
Advancement objective: Technologist Photo

Assuming Mr. Doe is selected to participate in the "NPIC Career Development Program for Non-Professionals", his training itinerary would look something like this: (coupled with each training phase, the trainee should have a production responsibility)

a. Work in APSD - 6 to 9 months.

Here he would begin by handling film and assisting technologists doing minor chores. He would also take a course, perhaps algebra - at night at a local university or Adult Education program in the public schools. He may also sit-in on other basic courses given in the building such as the writing course. Training of this type could vary depending on availability and need.

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b. Work in PSG Photo Lab - 6 to 9 months
Here he could be exposed to basic photo lab work coupled with a productive, production-oriented responsibility.

c. Return to APSD - 6 months
Continuation of previous tour of training, study, etc.

d. Training at for 3 months -
basic photo science.

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e. Return to APSD
Continuation of training, study, etc.

f. Provide other rotational training as necessary.

9. The following is a list of courses that a Photo Tech trainee could benefit from over the years. The determination, type, and number of courses a trainee should, or need take, would be determined on an individual basis.

a. Mathematics - several courses (from varied sources).

b. Report writing or technical writing (Agency).

c. Map reading and Photo interpretation (Agency).

d. Basic Photogrammetry (Dept. of Agriculture).

e. Basic and Advanced Black and White, and/or Color Photography (Dept. of Agriculture).

f. Training at - Photo science.

g. Training at - Photo science/Micro-d
(Agency, Westover).

h. Courses in the basic concept of ADP.

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10. As previously implied, the foregoing thoughts or ideas represent a "fish trip" approach. I firmly believe that some organized training plan can be provided for bright, young people willing to fortify their qualifications through a long range on-the-job training program. As it stands now, they have little to look forward to - short or long range.

11. I certainly don't have the answers to this complex problem but I am more than willing to help look for them. Therefore, I would be happy to discuss this matter with you, or your designee, if you judge it worthy of further consideration.

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Chief, Applied Photo Science Division
TSG/NPIC

Distribution:

- Orig - Addressee
- 1 - Chairman, TSG Career Panel
- 1 - NPIC/TSG/APSD